



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000



CACR-TSM

1 October 2004

MEMORANDUM FOR Record

SUBJECT: Command Information Paper

1. Reference CA ARNGR 360-2, dated 15 September 1997, Unit Command Information.
2. Purpose: This memorandum establishes standard procedures for publishing a bimonthly command information newsletter called *The Camp Roberts Trainer*. The installation will use the newsletter to disseminate command objectives, policies, concerns, and other news of interest to military, civilian personnel and their families at Camp Roberts and within the local area.
3. Responsibilities.
 - a. Public Affairs Office.
 - (1) Coordination with staff in preparing and publishing *The Trainer* during the first week of every even numbered month.
 - (2) Ensure the publication is in accordance with the Department of the Army Regulation 360-1, The Army Public Affairs Program.
 - (3) Ensure all actions related to this Public Affairs project are coordinated with applicable tenant and neighboring activities and up and down the chain of command.
 - (4) Collect articles and photographs.
 - (5) Assemble and distribute newsletter using email and hard copy the first week of even numbered months.
 - b. Responsibility for articles. Staff is also encouraged to submit articles of interest.

Staff Office	Responsibility
Training Site Manager	Summary of ongoing activities
DPRM	<ul style="list-style-type: none">• Base POCs and website location• Notices of base services (e.g., AAFES, ID Cards, Chaplain)

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DPTMS	<ul style="list-style-type: none">• Highlights of major ongoing and upcoming operations / events• Training simulations and other services available• Notice of FPCON and PIRs• AT related article
MWR/ Billeting Manager	<ul style="list-style-type: none">• Notice of available services• Notice of upcoming events
Director of Public Works	<ul style="list-style-type: none">• POCs and work order procedures• Status of major projects
Fire Chief	<ul style="list-style-type: none">• Seasonal safety notice
Director of Logistics	POCs and available services
Environmental Planner	Update on environmental situation

4. Procedures.

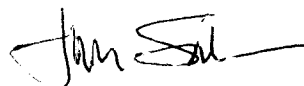
a. Articles submitted for publication will contain a title and should normally range from 50 – 150 words. Digital photos with captions are also encouraged (article or not). The suspense for the material is the 25th of the month prior to the next publication.

b. The Training Site Manager will review the newsletter prior to publication.

c. Distribution. Also post on Camp Roberts' website.

Recipients	Hard Copy	Email
1. Each CR staff section	Yes	Yes
2. Every Tenant	Yes	Yes
3. City Manager of Paso Robles		Yes
4. Chambers of Commerce for Paso Robles		Yes
5. Billeting Office	100	Yes
6. JFHQ: CAAD, CAAD-CS, CAFE, CAAG-PO		Yes
7. 40 th Division (CADA-CS)		Yes
8. 49 th CSC (CACSC-CS)		Yes

5. My telephone number is CAGNET 68201.



JOHN F. SMITH
COL, FA, CA ARNG
Training Site Manager